



# **Town of Hopkinton, NH**

## **Office of the Select Board**

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### **BUDGET COMMITTEE PUBLIC MEETING MINUTES WEDNESDAY, SEPTEMBER 11, 2013**

Chair Janet Krzyzaniak called this properly meeting of the Budget Committee to order at 5:30 PM on Wednesday, September 11, 2013.

**Members Present:** Richard Horner, Janet Krzyzaniak, David Luneau, Tom O'Donnell, David O'Keeffe and Ken Traum.

**Members Absent:** Michael Montore, Terry Quinn, Lance Whitehead and CVP Representative.

**Others Present:** Neal Cass, Town Administrator.

#### **Review of Town Expenses and Revenue through August 31, 2013**

Select Board Member Ken Traum reviewed the Town finances through the end of August. Revenue is running ahead of budget and expenses are below budget. At this time it is expected that there will be a year-end surplus. The Town has received a return of premiums on health insurance from the Local Government Center for years 2010 and 2011. The employee's share of the funds received has been returned to current employees, former employees and retired employees based on the percentage each paid into the system.

#### **Review of School District Expenses and Revenue through June 30, 2013**

David Luneau, School Board Chair reminded members that the School District operates on a fiscal year ending June 30. They are now operating in FY14 and will be working on the FY15 budget. He noted that at the end of the fiscal year, the food service deficit was higher than the previous year, but less than anticipated. Mr. Luneau highlighted significant items. These items are explained in the attached memo (Attachment #1).

#### **Review of Budget Committee Schedule for budget season**

The Budget Committee reviewed the draft schedule and agreed update it using the recommendation from the School Board. Schedule as approved attached. (Attachment #2)

**Motion/Vote:** Ken Traum moved and Richard Horner seconded a motion that "the Budget Committee adopt the draft schedule as presented with the School Board recommended changes." All Committee members present voted in favor. MOTION APPROVED.

#### **Election of Vice Chair**

**Motion/Vote:** Ken Traum moved and Richard Horner seconded a motion to "appoint David O'Keeffe as the Vice Chair of the Budget Committee." All Committee members present voted in favor. MOTION APPROVED.

**Other Business**

Tom O'Donnell reported that he had no financial information from the Hopkinton Village Precinct (HVP). He is questioning whether he wants to continue representing the HVP on the Budget Committee.

Mrs. Krzyzaniak shared her concern that information isn't available from either Precinct and that Budget Committee members are not notifying her when they cannot attend a meeting.

**Adjournment**

**Motion/Vote:** Ken Traum moved and David O'Keeffe seconded a motion that "the meeting be adjourned." All Committee members present voted in favor. MOTION APPROVED.

The meeting adjourned at 5:05 PM.

Respectfully submitted,  
Neal A. Cass, Town Administrator

**NEXT MEETING: October 9, 2013, 5:30 p.m. Town Hall**

*These minutes are not official until approved by the Budget Committee at their meeting.*

TO: Hopkinton Budget Committee  
FR: David Luneau, School Board Representative to the Budget Committee  
Date: 11 September 2013  
RE: School District Update

Please accept my apologies for not being able to make the meeting this evening. There are several developments since our last meeting that will be of interest to the committee:

#### Financial Reports

The District's monthly summaries for the fourth quarter (April, May and June) are available at this meeting. Our annual audit is taking place next week and a final audited financial report will be available shortly thereafter. The District's fiscal year ends June 30.

#### LGC Refund

In August 2013 (in the current year FY14), the District received approximately \$290,000 as a return of premiums paid in to the LGC-managed health, dental, and property liability risk pools. *This is \$200,000 more revenue than expected.* Another tranche of \$90K will be received in FY15 and will be projected during this budget process.

#### Undesignated Fund Balance

The District's FY13 end-of-year undesignated fund balance (also referred to as a "surplus") was approximately \$480,000. During the FY14 budget process, we projected an undesignated fund balance of \$270,000 to be used to reduce taxes. On August 18th, the School Board voted to return approximately \$330,000 (*an increase of \$60,000*) to reduce taxes and to retain \$150,000 in a fund to be used for reducing taxes in the future. Note: This fund was created pursuant to Article X on the District's 2013 Warrant, and was recommended by the budget committee and approved by voters in March.

#### Repair and Maintenance Trust Fund

Withdrawals during FY13 totaled approximately \$198,000 to support a new District-wide VOIP telecom system, replacement of a heating system boiler at Harold Martin School, and security improvements at the middle and high schools- all planned maintenance projects. In March, voters approved transferring \$50,000 from the undesignated fund balance into the Trust. Following the withdrawals and transfer, the balance of the R&M Trust Fund is now approximately \$80,000.

#### Budget Development and Meeting Calendar

School Board budget meetings will be on 12/3, 12/10, 12/17, and 12/21 (if necessary.) we would suggest having our presentation and review with the BC on 1/15 and 1/22, as this will allow enough time to complete the budget bulletin and presentation following the return from Holiday break on 1/6. The dates for the March meetings will be a discussion point during the joint BOS/SB meeting on 9/23.

**Hopkinton Budget Committee**  
**Schedule of Meetings and Important Dates - 2013-2014**  
**Approved 9/11/2013**

<b>Date</b>	<b>Time</b>	<b>Day of Week</b>	<b>Schedule*</b>	<b>Responsible Party</b>	<b>Meeting Location</b>
9/11/2013	5:30	Wednesday	<b>BUDCOM:</b> Regular monthly meeting.	Budget Committee	Town Hall
10/9/2013	5:30	Wednesday	<b>BUDCOM:</b> Regular monthly meeting.	Budget Committee	Town Hall
10/28/2013	5:30 p.m.	Monday	<b>TOWN</b> Department Budget Presentations to Select Board - Overview, Town Clerk/Tax Collector, EDC, Parks & Recreation, Executive, Finance, Personnel, Assessing, Conservation Commission, Planning	Select Board	Town Hall
11/4/2013	5:30 p.m.	Monday	<b>TOWN</b> Department Budget Presentations to Select Board - Library, Human Services, Police, Emergency Management, Animal Control, Ambulance, Fire, Cemetery,	Select Board	Town Hall
11/12/2013	5:30 p.m.	Tuesday	<b>TOWN</b> Department Budget Presentations to Select Board - Highways, Buildings & Grounds, Transfer Station, Solid Waste, Sewer, Warrant Articles	Select Board	Town Hall
11/14/2013	5:30 p.m.	Wednesday	Budget Committee Regular Meeting	Budget Committee	Town Hall
11/18/2013	5:30 p.m.	Monday	<b>TOWN</b> Select Board Budget Work Session and Follow-up Presentations	Select Board	Town Hall
11/25/2013	5:30 p.m.	Monday	<b>TOWN</b> Select Board Finalizes Town Budget	Select Board	Town Hall
12/3/2013	5:30 p.m.	Tuesday	<b>SCHOOL</b> School Board meeting - budget review and discussion	School Board	MSS
12/4/2013	5:30 p.m.	Wednesday	<b>TOWN:</b> Presentation of Town budgets to Budget Committee - overview and review of significant changes	Budget Committee	Town Hall
12/10/2013	5:30 p.m.	Tuesday	<b>SCHOOL</b> School Board meeting - budget review and discussion	School Board	MSS
12/11/2013	5:30 p.m.	Wednesday	<b>TOWN:</b> Follow-up presentation and meeting with Dept. Heads if requested.	Budget Committee	Town Hall
12/17/2013	5:30 p.m.	Tuesday	<b>SCHOOL</b> School Board meeting - budget review and discussion	School Board	MSS
12/21/2013	TBD	Saturday	<b>SCHOOL</b> School Board meeting IF NEEDED - budget review and discussion	School Board	MSS
1/15/2014	5:30 p.m.	Wednesday	<b>SCHOOL</b> School Budget Presentation to Budget Committee	Budget Committee	Town Hall
1/10/2014		Friday	First day to hold public hearing for bond issue over \$100,000	Select/School Board	
1/22/2014	5:30 p.m.	Wednesday	<b>SCHOOL</b> -Follow-up discussion to budget presentation. <b>HVP</b> and <b>CVP</b> - Presentation to Budget Committee Review of All Budgets and Q&A	Budget Committee	Town Hall
1/29/2014	5:30 p.m.	Wednesday	Budget Committee Deliberations IF NEEDED	Budget Committee	Town Hall
2/4/2014		Tuesday	<b>TOWN</b> Last day for petitioned warrant article - Town		
2/4/2014		Tuesday	Last day to finalize collective bargaining agreement "cost items" for submission to annual meeting		
2/5/2014		Wednesday	PUBLIC HEARING ON ALL BUDGETS	Budget Committee	High School
2/7/2014		Friday	Last day for petitioned warrant article - <b>School</b>		

Date	Time	Day of Week	Schedule*	Responsible Party	Meeting Location
2/12/2014	5:30 p.m.	Friday	<i>Final Budget Committee Deliberations</i>	<i>Budget Committee</i>	<i>Town Hall</i>
2/12/2014	5:30 p.m.	Wednesday	PUBLIC HEARING ON SCHOOL PETITION WARRANT ARTICLES IF NEEDED	Budget Committee	Town Hall
2/14/2014		Friday	Final Budget Committee Town Report items to Town for inclusion in annual report	Budget Committee	Town Hall
2/17/2014		Monday	Last day to post notice of bond hearing	Select/School Board	
2/17/2014		Monday	Last day to post notice of hearing for special revenue fund	Select/School Board	
2/17/2014		Monday	Last day to post warrant and budget form for annual meeting	Select/School Board	
2/19/2014		Wednesday	Last day for budget committee to deliver budget and warrant article recommendations to Select and School Boards for posting (20 days before meeting)	Budget Committee	
2/24/2014		Monday	Last day to hold public hearing for Special Revenue Fund	Select/School Board	
2/24/2014		Monday	Last day to hold public hearing for bond issue over \$100,000	Select/School Board	
3/8/2014	9:00 a.m.	Saturday	<b>SCHOOL</b> School District Meeting	School Board	High School
3/11/2014	7am-7pm	Tuesday	Town/School Ballot Voting Day	Town Moderator	
3/15/2014	9:00 a.m.	Saturday	<b>TOWN</b> Town Meeting	Select Board	High School

\*Check related Web Site or public posting for School Board and Select Board Meeting Confirmations